

NASA Headquarters
Washington, DC 20546

H OWI-7410-R002B
August 12, 1999

Aero-Space Technology Strategic Enterprise (HQ/Code R)

Office Work Instruction

Enterprise Budget Execution

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

August 12, 1999

Responsible Office: Code RB

Subject: Enterprise Budget Execution**DOCUMENT HISTORY LOG**

<u>Status</u> (Draft/ Baseline/ Revision/ Canceled)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/12/1999	
Revision	A	4/16/1999	Changed heading of "Responsible Organization" column of paragraph 6 to read "Actionee" and revised column entries to better identify who has responsibility for executing each task. Revised paragraph 5 flowchart for record symbols to be consistent with quality record media. Revised paragraph 6 procedure text to better identify criteria for acceptable workmanship and formats of developed materials. Revised paragraph 5 Flowchart to be consistent with "actionee" in paragraph 6 text. Revised paragraph 7 Quality Records table to eliminate dual media versions of quality records. Entries now specify only the medium of the controlled version of the quality record. Revised Quality Record table format to conform to revised HCP 1400-1. Revised retention/disposition times to better conform with NPG 1441.
	B	8/12/1999	Revised work instruction steps per NCR 331 to make more explicit electronic-document and version-control procedures.

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Subject: Enterprise Budget Execution**Approved by:** Original signed by Spence M. Armstrong August 12, 1999

- 1. PURPOSE** The purpose of this OWI is to provide procedural guidance to Headquarters personnel on execution and control of the current year budget.
- 2. SCOPE and APPLICABILITY**
 - 2.1** This Headquarters OWI for budget execution applies to OAT Enterprise and Institutional Program Office (IPO) management at NASA Headquarters. This guidance pertains to the allotment and oversight of NASA Appropriations for Science, Aeronautics & Technology (SAT) Research & Program Management (R&PM), and Research Operations Support (ROS) fund sources to the NASA Centers (including HQ).
 - 2.2** This instruction applies to the Office of Aero-Space Technology at NASA Headquarters. It is designed to interface with the Agency budget execution process.
- 3. DEFINITIONS** The following terms and acronyms will be utilized in this instruction:

AA	Associate Administrator
Analyst	A program analyst position within Code R Resource Management Division
AWCS	Agency-wide Coding Structure
B	Office of the Chief Financial Officer, Hqs NASA
BO	Budget Operations, a position within Code R Resource Management Division
BR	Resource Analysis Division, Office of the Chief Financial Officer, Hqs NASA
Budget	New Obligation Authority, or guidelines
BLI	Budget Line Item
CIC	Capital Investment Council
CoF	Construction of Facilities appropriation
CR	Continuing Resolution
CY	Current Year
DAA	Deputy Associate Administrator

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DIR RB	Director Resource Management Office
EB	Executive Board (AA, DAA, & Center Directors)
FACS	Financial and Contractual Status
IPP	Institutional Program Plan
IPO	Institutional Program Office
NF 504	Allotment Authority
NF 506	Resources Authority Warrant – “Green” copy from Code B gives Enterprise spending authority
NF 506A	Resources Authority Warrant – “White” copy from Code RB gives Centers spending authority from Enterprise
PAO	Program Analysis Officer, an assignment within Code RB
PFP	Program Financial Plan
POP	Program Operating Plan
RB	Resources Management Office, Code R
R&PM	Research & Program Management Appropriation
RO	Responsible Office
ROS	Research Operations Support (funding type)
RLT	OAT Strategic Enterprise (Code R/HQ) Leadership Team, including the AA, DAA, & Division Directors (RB, RG, RP, RS, & RW)
SAT	Science, Aeronautics & Technology appropriation
SMC	Senior Management Council
UPN	Unique Program Number

4. REFERENCE DOCUMENTS

NPD1000.1A	NASA Strategic Plan
NPG1000.2	NASA Strategic Management Handbook
NPD 7120.4A	Program/Project Management
NPG 7120.5A NASA	Program and Project Management Processes and Requirements
NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
NHB 1101.3	The NASA Organization
NASA Full Cost Implementation Guide	
Agency Budget Call Letter as described in HOWI -7410-R001, “Enterprise/IPO Budget Formulation”	

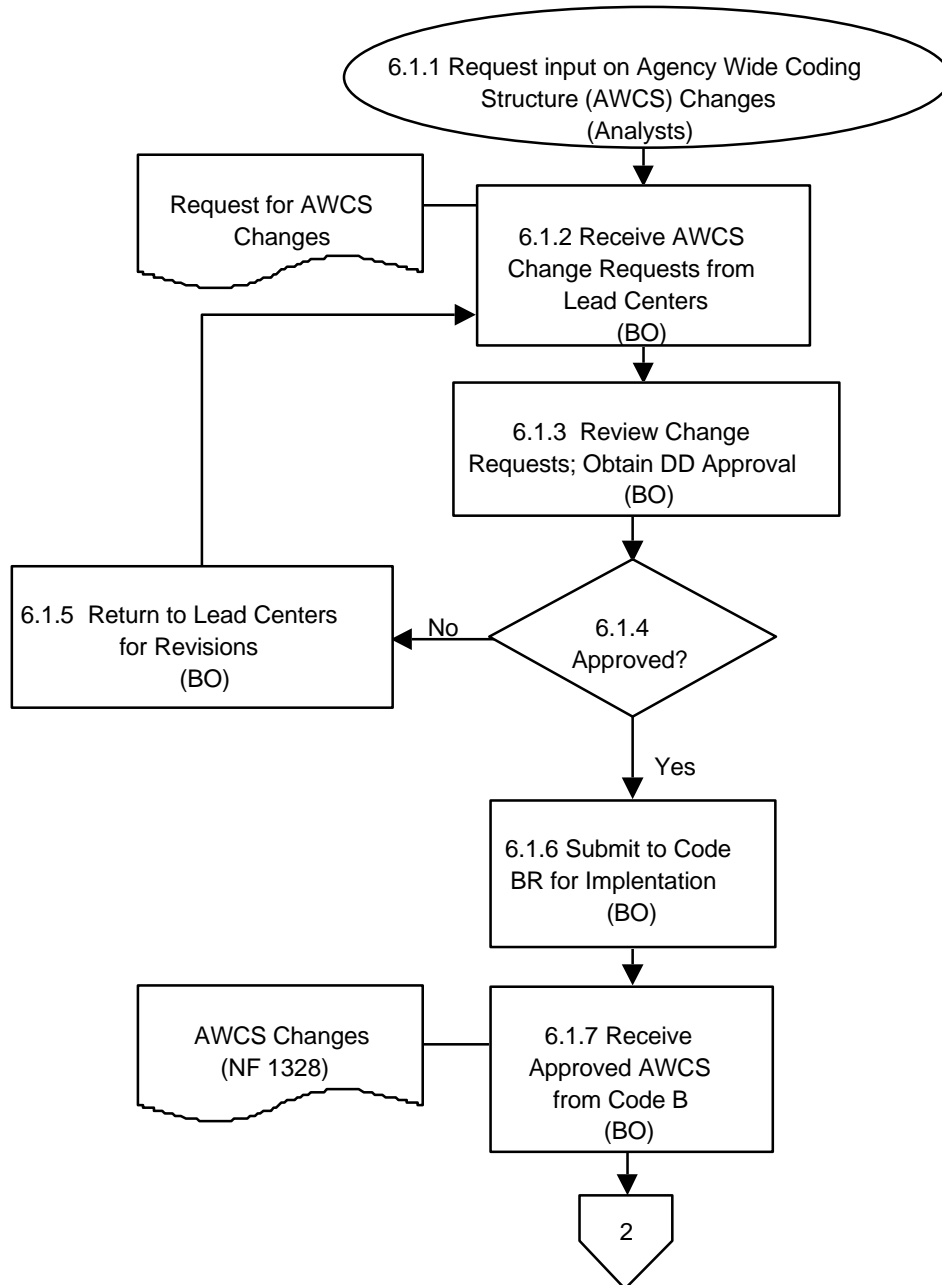
The correct version of the NPD, NPG, NHB documents cited above may be obtained from the NODIS Directives Library at <http://nodis.hq.nasa.gov/Library/processes.html>

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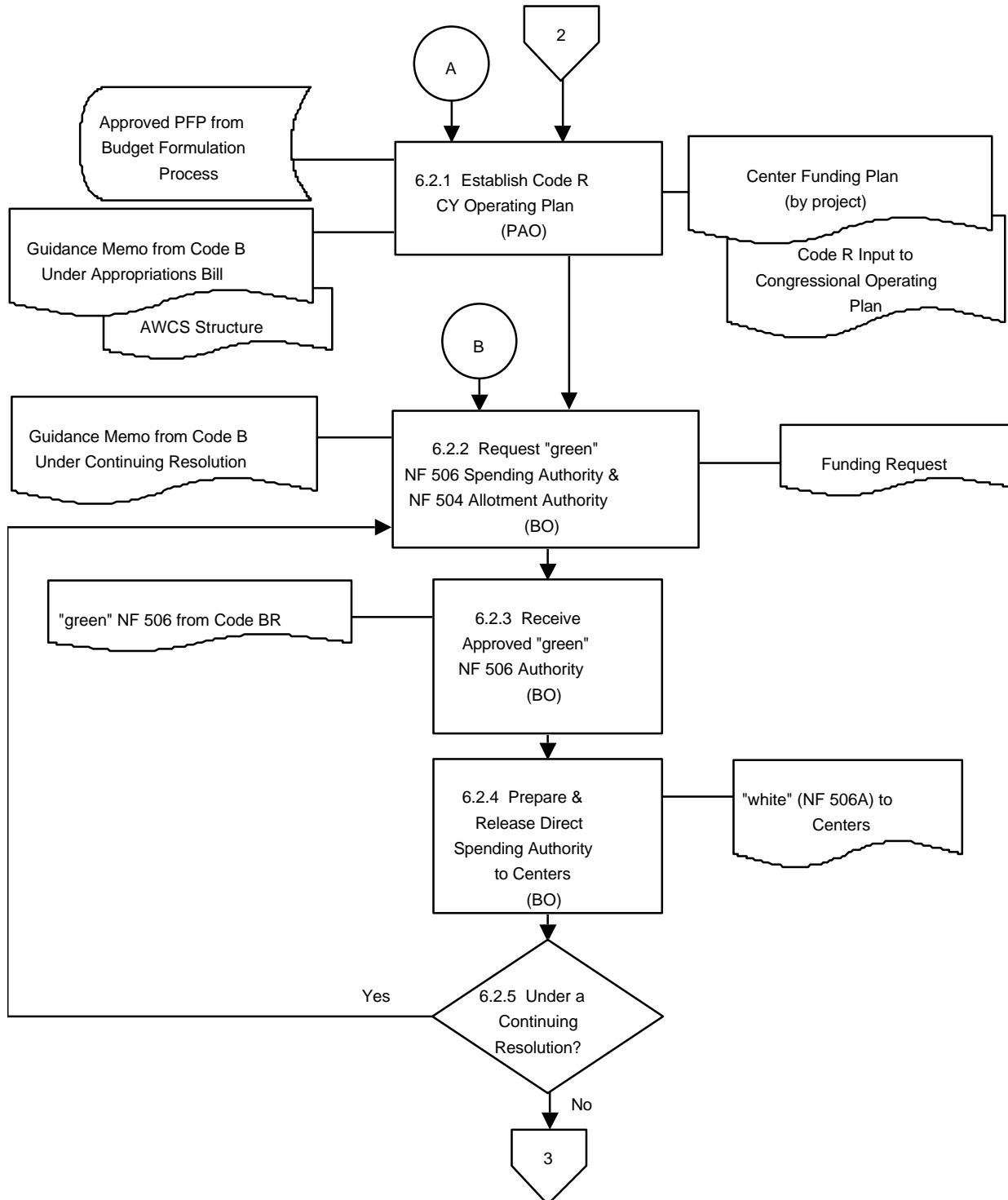
5. FLOWCHART

Subprocess - 6.1: AWCS Changes

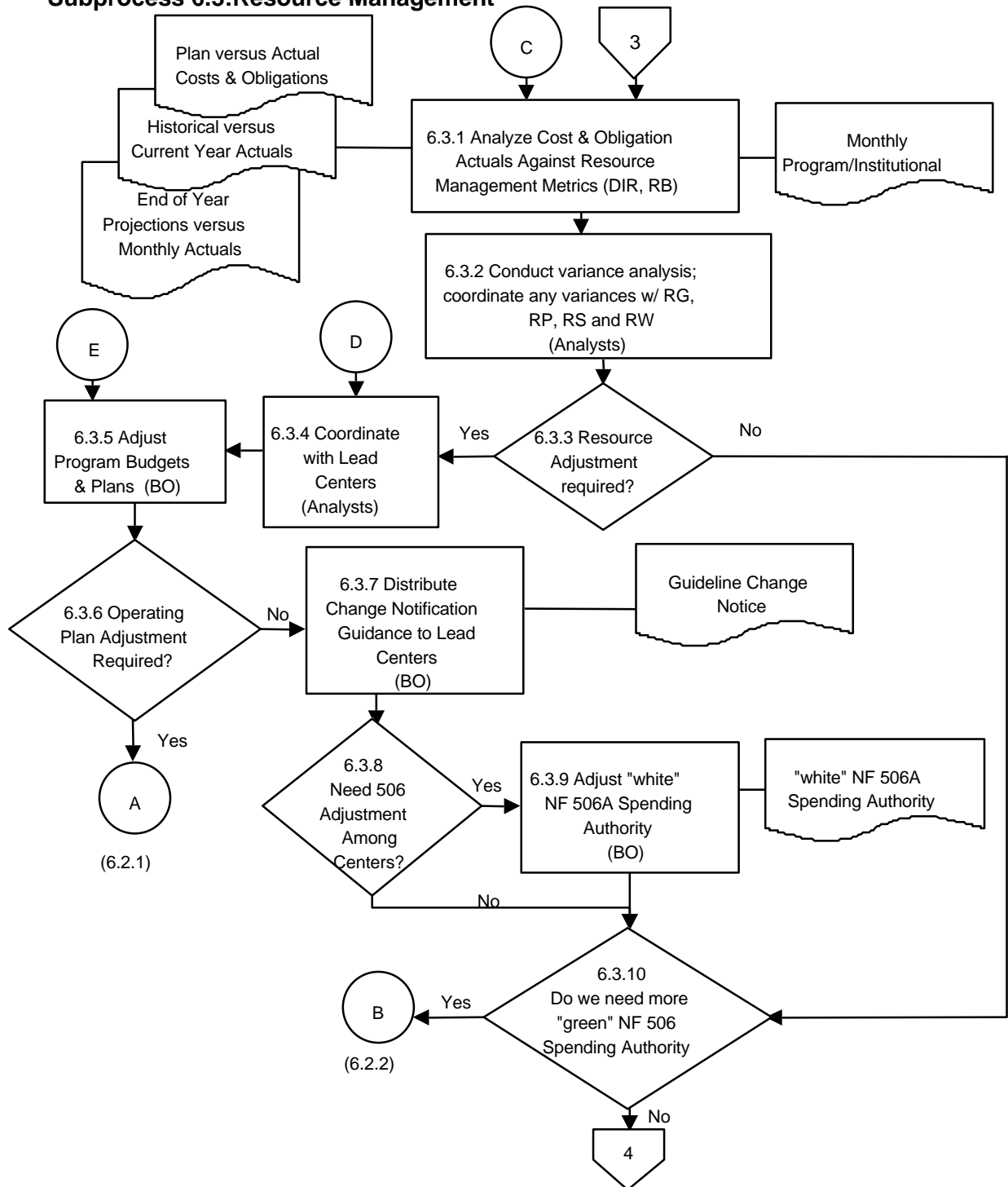


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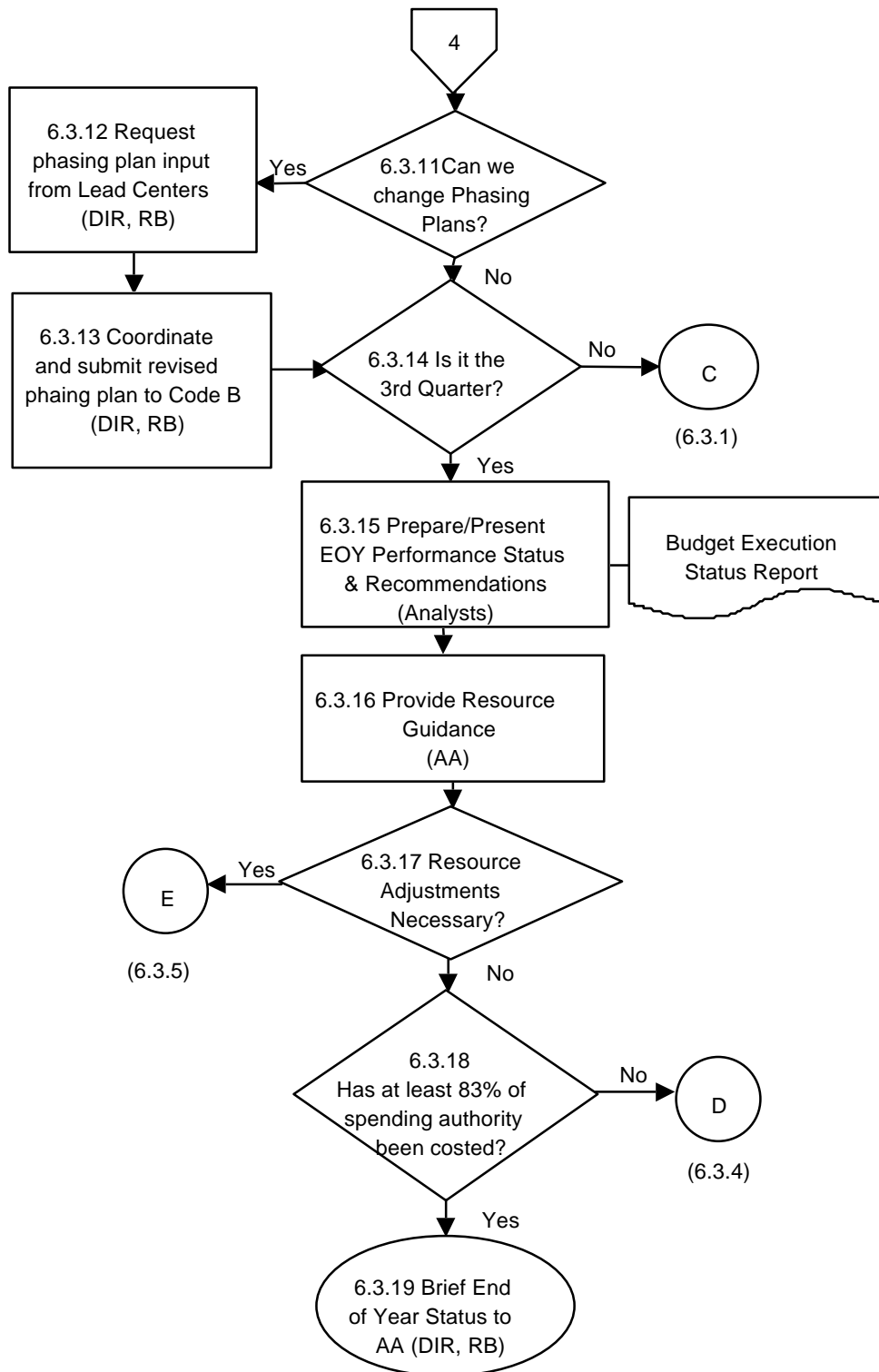
Subprocess 6.2: Funds Control



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The budget execution process consists of three primary phases that includes the following:

1. Implementation of Agency-Wide Code Structure Changes
2. Establishing and controlling the funds allocated to NASA Centers, including Headquarters. Funds include SAT, R&PM, and ROS. Allotment of Construction funds (CoF) in the Mission Support BLI is controlled by Code JX.
3. Ensuring that the Agency resources management metrics are achieved by the end of the fiscal year
4. On occasion, at any time during the year, NASA may be directed by Congress to transfer funds between UPNs, also known as "recision". If this happens, begin at step 6.3.3 and follow through to completion of process.

Version control over the budget documents is as follows: Code RB receives guidance (external or internal) to make a change to any of the documents referenced above. An official authorized to make changes accesses current version of the document (version "X"), revises document per guidance and saves as version "X+1". Previous versions are moved to a separate section reserved for previous versions.

Selected documents (including PFP and IPP) used in the budget formulation process are maintained in electronic format on the Code R server. Access is password-protected with multi-level authorities. Anyone with access can read documents.

Modification authority is limited to Code RS Director or designee.

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Implementation of agency-wide code structure changes phase.
6.1.1	Analyst	Request additions, changes, or deletions to the agency-wide coding structure from the centers. All financial activities must be consistent with the AWCS at the 7-digit level.
6.1.2	BO	Code RB receives additions, changes, or deletions to the Code R work breakdown structure from the Lead Centers on official Agency AWCS change document

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- 6.1.3** BO Review to ensure data is accurate and that new program additions are consistent with Code R management decisions, and that deletions reflect canceled or completed programs. Code RB coordinates changes, additions, or deletions with Codes RG, RP, RS, & RW. Obtain approval from the PAO for revised work breakdown structure.
- 6.1.4** PAO If revised work breakdown structure is approved, continue to step 6.1.6.
- 6.1.5** BO If disapproved, return to Lead Center with guidance for revisions or cancellation at step 6.1.2.
- 6.1.6** BO Submit completed and approved document to code BR analyst for implementation and change to AWCS.
- 6.1.7** BO Receive approved AWCS change document from Code BR.
- 6.2** Funds control phase
- 6.2.1** PAO Establish the Code R operating plan for the current fiscal year through the guideline change system at a 5-digit level by Center. This is based on the current approved PFP from the Budget Formulation process. This creates the "Center Funding Plan" and provides funding levels to be included in the "Congressional Operating Plan" documents initiated by the Chief Financial Officer, Code B. If there is a Continuing Resolution (CR), the Code B guidance would address operating plan levels consistent with the duration of the CR as a percent of the annual appropriation for ongoing programs only. If there is no CR, the Code B guidance would address the annual appropriation.
- 6.2.2** BO Prepare memorandum requesting resources warrant, NF 506 "green", at the 3 digit UPN level and Center allotment authority (NF 504) from Resources Analysis Division/Code BR. Once the appropriation has been received, request 85% of total authorization (typically in the October/November time frame).
- 6.2.3** BO NF 506 "green", resources warrant, received by resources management office (Code RB). (Center allotments are sent directly to each center from Code BR.)
- 6.2.4** BO Prepare and release "white" resources warrant, NF 506A, to each Center at the three-digit UPN level.
- 6.2.5** BO If there is no CR, continue to 6.3.1. If there is a CR, then the request for "green" must be consistent with the duration of the CR and must be repeated for every ensuing CR.

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- 6.3** Resource management phase
- 6.3.1** DIR, RB On a monthly basis, beginning in January, Code RB compares the Center plans to the data from the Gopher server based on the Agency FACS report for “actual” performance and cost obligation actuals. This includes comparing “planned vs. actual” obligations and costs, historical vs. current year performance, and end-of-year projections vs. monthly actuals.
- 6.3.2** Analyst Variance analysis information is prepared by program analysts who are collocated to the Code R divisions using Excel workbooks and is presented in a programmatic and institutional status report (based on metrics established by Director RB) to Division Directors and staff.
- 6.3.3** PAO On occasion, at any time during the year, NASA may be directed by Congress to transfer funds between UPNs, also known as “recision.” If variances exist between plan vs. actual, historical trends, or end-of-year projections, adjustments to the resource allocations either between Centers or between projects may be required (as determined by the PAO, RB). If no variances exist, continue to 6.3.10.
- 6.3.4** Analyst If adjustments are required, coordinate adjustments with the appropriate Lead Centers.
- 6.3.5** BO The NF 506A authority is adjusted through the guideline change system.
- 6.3.6** DD If program budgets are adjusted between UPNs, and the total adjustment is greater than \$500 thousand, or affects the scope of the program, then an operating plan adjustment is required. Operating plan adjustments must be submitted through the Chief Financial Officer (return to step 6.2.1) before proceeding to step 6.3.7. If the changes are within a single UPN, proceed to step 6.3.7.
- 6.3.7** BO Distribute approved changes to the affected Centers through issuance of guideline change notices.
- 6.3.8** BO Determine if guidelines need to be adjusted among the Centers. If so, proceed to step 6.3.9; otherwise, go to step 6.3.10.
- 6.3.9** BO Adjust the “white” resources warrant, NF 506A, between Centers, and distribute changes to affected Centers.

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| 6.3.10 | BO | When additional spending authority is required, typically in January, request remaining NF 506 "green" authority from the Resources Analysis Division/Code BR. If additional authority is needed (as determined by Director RB) return back to step 6.2.2. Otherwise, continue to step 6.3.11. |
| 6.3.11 | PAO | If allowed by Code B to change phasing plans, continue to step 6.3.12. If we are not allowed by Code B to change phasing plans, proceed to step 6.3.14. |
| 6.3.12 | DIR
RB | Request revised phasing plan inputs from the Lead Centers. |
| 6.3.13 | DIR
RB | After coordination with Codes RP & RW, submit revised phasing plans to Code B. |
| 6.3.14 | | If it is the third quarter of the fiscal year (the June time frame) continue to step 6.3.15. If it is not the third quarter of the fiscal year, continue back to step 6.3.1. |
| 6.3.15 | Analyst | Based on criteria determined by Director RB, prepare a projected end of year performance status report with recommended adjustments and present to the Associate Administrator/Code R. |
| 6.3.16 | AA | AA provides guidance on reallocation of Enterprise/IPO resources to Code RB. |
| 6.3.17 | PAO | If AA determines that resource adjustments are necessary, return back to step 6.3.5. If no resource adjustments are necessary, continue to step 6.3.18. |
| 6.3.18 | DIR
RB | If the costed portion from the current year does not meet the total Spending Authority, return to step 6.3.4. If the portion that is costed equals to, or is greater than, established OAT cost performance metrics on the total Spending Authority, the process is complete after year end review. |
| 6.3.19 | DIR
RB | Present an overview of end-of-year financial performance to the Associate Administrator, including information on Program metrics and schedule. |

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<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Media</u>	<u>Schedule Number and Item Number</u>	<u>Retention / Disposition</u>
Allotment Authorization (NF 504)	Code BR	Code BR	Paper	Schedule 7 Item 20.A	Permanent. Retire to Federal Records Center (FRC) when 3 years old for annual accounts, and 5 years old for "no year" accounts
"FLASH" Agency Wide Code Structure Change (NF 1328)	Code BR	Code BR	Paper	Schedule 7, Item 21.D	Retain 2 Years then Destroy
NF 506A	Code RB	Code RB	Paper	Schedule 7, Item 24.A	Retain 2 Years then Destroy. (Earlier Destruction Authorized if No Longer Needed for Reference)
Guideline Change Notice	Code RB	Code RB	Paper	Schedule 7, Item 21.F	1 Year then Destroy